

# CONTRACT REVIEW SHEET

Person Sending: <u>Wasson</u>	Department Name: <u>Ct. Hse Sq.</u>
Date Sent: <u>10/28/99</u>	

The attached: (CIRCLE ONE)

Contract Amendment # 16 Grant Lease Intergov't Agreement

INCOMING FUNDS? YES NO (CIRCLE ONE)

Approved at Board Session

Contractors Name: <u>Pence/Kelly</u>	Date: <u>11-9-99</u> <u>Chairman</u>
Date From:	Date To:
Amount of Contract or Amendment: <u>\$ 91,812</u>	
If an Amendment, New Contract Total = <u>19,320,389</u>	
Certificates of Insurance Attached:	Liability (circle one) Yes No
	Workers Comp (circle one) Yes No
	If no insurance attached, why not? <u>on file</u>

Process taken to select contractor:

Verbal quote: \_\_\_ Written quote: \_\_\_ RFP: \_\_\_ Competitive Bid: \_\_\_ Renewal: \_\_\_

(Attach copy for reference)

Description of Contract Services:

Change order #16 to Add a space Saver filing system to the District Attorney Office

RECEIVED

For Support Services Use		NOV 09 1999
Date Contract Received: <u>10/29/99</u>	Date Scheduled on BOC Agenda: <u>MARION COUNTY SUPPORT SERVICES DEPARTMENT</u>	
Authorization for Health Administration to sign on behalf of BOC:  yes <u>(no)</u>	Additional Comments: _____ _____ _____	
Staff Review Signatures:		
<u>Peggy Mitchell</u> Contracts Coordinator	<u>10/29/99</u> date	<u>For Ellen Stone</u> Legal Counsel
		<u>2 November 1999</u> date
Risk Manager	date	

Date: \_\_\_\_\_  
Returned to Department/ \_\_\_\_\_ for \_\_\_\_\_ signatures.

# CHANGE ORDER

PROJECT:	Courthouse Square	CHANGE ORDER NUMBER:	16
(name, address)	555 Court Street NE	INITIATION DATE:	October 26, 1999
	Salem, Oregon 97301	ARCHITECT'S PROJECT NO.:	9828
TO:	Pence/Kelly Construction, Inc.	CONTRACT FOR:	General Construction
(contractor)	2747 Pence Loop SE, P.O. Box 4109	CONTRACT DATE:	February 17, 1999
	Salem, Oregon 97302-8109		

You are directed to make the following changes in this Contract:

1. Provide Space Saver Filing System per PR 41, with electric assist operation to Room 3145 and mechanical assist operation to Room 3228, as per C.O.R. # 105. Add \$ 91,812.00

Approved as to form

*Peggy Mitchell* 10/29/99  
County Contracts Coordinator

Total for Change Order No. 16

\$ 91,812.00

*County only cost*  
Not valid until signed by both the Owner and Architect. Signature of the Contractor indicates agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	\$ 18,459,484.00
Net change by previously authorized Change Orders	\$ 769,093.00
The Contract Sum prior to this Change Order was	\$ 19,228,577.00
The Contract Sum will be (increased) ( <del>decreased</del> ) by this Change	\$ 91,812.00
The new Contract Sum including this Change Order will be	\$ 19,320,389.00
The Contract Time will be ( <del>increased</del> ) ( <del>decreased</del> ) (unchanged) by	0 calendar days
The Date of Substantial Completion as of the date of this Change Order therefore is	November 15 2000

Owner: *Subject to Board Approval*  
Marion County  
100 High St. NE  
Salem, OR 97301

Owner:  
Salem Area Mass Transit District  
3140 Del Webb Ave. NE  
Salem, OR 97303-4165

Marion County Legal Counsel

By: *[Signature]*

By: *[Signature]*

*[Signature]*

Approved as to form

Date: 10/28/99

Date: 10/28/99

Architect:  
Arbuckle Costic Architects, Inc.  
363 State Street  
Salem, Oregon 97301-3655

Contractor:  
Pence/Kelly Construction, Inc.  
P.O. Box 4109  
Salem, Oregon 97302-8109

Project Manager:  
Melvin Mark Development Co.  
111 SW Columbia, Suite 1380  
Portland, Oregon 97201

By: *[Signature]*

By: *[Signature]*

By: *[Signature]*

Date: 10/27/99

Date: 10/20/99

Date: 10/28/99



# PENCE/KELLY CONSTRUCTION, INC.

2747 Pence Loop SE, Salem, OR 97302 (503) 399-7223  
Portland (503) 224-8681 Fax (503) 585-7477  
CCB # 63435

## Change Order Request

TO: Craig Lewis  
Melvin Mark Companies  
111 Southwest Columbia  
Portland, OR 97201

COR No. 00105

DATE: 9/14/99  
JOB: 99006  
ISSUE: 00188

Project: Courthouse Square  
COR Title: PR 41; Space Saver filling System

1. Contract time being extended  
( ☒ ) Calendar days.
2. Acceptance of COR prior to our  
deadline date of ( 10/7/99 )

For work described below, we offer the following quotation.

Provide Space Saver Filling System per PR 41

Room 3228 to have mechanical operation and Room 3145 to be electric operation per attached Space Saver Proposal.

Total Cost: \$91,812

County only cost *D*

Accepted By: *[Signature]*  
Pence/Kelly Construction, Inc. - Dave Hays

Date: 10/15/99

Accepted By: *[Signature]*  
Salem Area Transit - John Wittington

Date: 10/21/99

Reviewed By: *[Signature]*  
Melvin Mark Companies - Craig Lewis

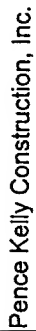
Date: 10/21/99

Accepted By: *[Signature]*  
Marion County - Billy Wasson

Date: 10/21/99

Subject to Board Approval





**Pence Kelly Construction, Inc.**

Job No.: 9906  
Estimator: JG  
Print Date: 15-Oct-99  
COR #: 105

FILED DATE: 13-OCT-99  
COR #: 105

Bond	\$	478
Direct Cost	\$	80,224
MU Subcontractor performed work @ 15%	\$	11,400
MU Pence/Kelly performed work @ 5%	\$	187
Total Cost	\$	91,812

Sep. 29 '99 11:45

SPACESAVER SPECIALISTS

FAX 503-620-9273

P. 2



**Spacesaver Specialists, Inc.**  
Storage Planning • Storage Equipment

September 29, 1999

Mr. Dave Hays  
Pence/Kelly Construction Company  
2747 Pence Loop SE  
Salem, OR 97302

Mr. Hays:

In reply to your 9/22/99 Letter of Transmittal regarding the Spacesaver high-density storage systems proposed for your Marion County Courthouse Square project, we offer the following revised quotations for:

**Support Enforcement, Rm. 3228**

Partial system, per your drawings:

<b>Mechanically-assisted</b>	<b>\$18,240.00</b>
<b>Electrically-driven with battery backup, safety sweep each aisle</b>	<b>\$20,960.00</b>

Note: Further price reductions can be achieved by removing top shelves, by changing trim laminates from high-pressure to low-pressure laminates or, by changing the system from double-end entry to single-end operation.

**File Room, Rm. 3145**


Partial system, per your drawings:

<b>Mechanically-assisted</b>	<b>\$44,285.00</b>
<b>Electrically-driven with battery backup, safety sweep each aisle</b>	<b>\$53,094.00</b>

The preceding information assumes in-floor tracks and customer installed carpeting as originally quoted. Prices include stated equipment (per your revised drawing of 9/22/99), inbound freight, local storage and handling (up to 30 days), installation at prevailing wage rates and full factory warranty.

Please call if you have questions, or if we can be of assistance in any other way.

Sincerely,

  
Guy Foster

9-21-1999 5:10PM

FROM C/J REBAR. 15033530249

P. 2

**C & J Rebar, Inc.**

Reinforcing Iron Installation

• Portland  
20572 South Upper Highland Road  
Beavercreek, Oregon 97004  
Phone (503) 632-3740  
Fax (503) 632-3768  
WATS 1-800-889-2330

DATE: 9/21/99

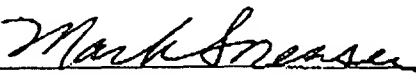
**PROJECT MODIFICATION**

**JOB:** Courthouse Square  
**CONTRACTOR:** Pence/Kelly Construction, Inc.  
**ATTN:** Dave Hays  
**FAX:** (503) 364-5382

**EXPLANATION OF CHANGE:** *RFI #302*  
Add reinforcing for File Cabinet Depressed Slab per Engineers Instructions

**ADDED REBAR:** 4810#  
**ADDED DETAILING:** 2hrs

<b>FABRICATOR C/O#:</b>	53	<b>AMOUNT:</b> \$1,138.20
<b>C&amp;J REBAR LABOR:</b>	20.5hrs @ \$53.40/hr	<b>AMOUNT:</b> \$1,095.46
<b>MARK-UP:</b>		<b>AMOUNT:</b> \$223.37
		<b>TOTAL:</b> \$2,457.03

  
Signature





Aug-31-99 09:50A

P.01



# Ceco Concrete Construction, L.L.C.

16000 - 72<sup>ND</sup> AVENUE SOUTH, SUITE 202, KENT, WA 98032 PHONE (253) 852-2400 FAX (253) 852-2992

## FACSIMILE TRANSMITTAL

ATTENTION: Dave Hayes

COMPANY: Pence Kelly

FROM: Ben Bchnke

DATE: 8-31-99

SUBJECT: Courthouse Square (PCC 14, 15, & 16)

TOTAL NUMBER OF PAGES: (INCLUDING COVER) 4

PCC 14 - Credit for not forming eyebrow between H & J on level 2,3,4, & 5.

PCC 15 - Approx. 128 lf of added soffit transition bulkhead

PCC 16 - Widening beam width around clock towers from 15" to 19"

Item	MH	Rate	Amount	Material	P&O	Total
PCC 14	-8	35.5	-284	0	10%	-312
PCC 15	32	35.5	1136	0	10%	1250
PCC 16	0	0	0	0	0%	0

SEP 13 '99 03:24PM THOMAS KAY TEXTILES

P.1/1

☒ Proposal  
☐ Order Confirmation

Thomas Kay Textiles, Inc.

Date: <u>9/13/99</u>	P.O. # <u>8161</u>	2744 Pence Loop SE • Salem, Oregon 97302
Customer Name: <u>PENCE/KELLY CONSTRUCTION</u>		Phone: (503) 581-8378 • Fax: (503) 363-3270
Billing Address: _____		Ship/Install: <u>COURTHOUSE SQUARE</u>
City: _____ State: _____ Zip: _____		City: _____ State: _____ Zip: _____
Phone: (____) _____	ATTN: JOHN GREMMELS	Phone: (____) _____
( FAX ) <u>364-5382</u>		(____) _____ CCB#77923

Dear Sir:

The undersigned agrees to furnish the following:

CHANGE ORDER #1

ADDED LABOR AT FILE SAVER TRACKS.  
 ROOMS 3145 AND 3228.

TOTAL ADD: \$ 334.00

\* All orders subject to sales tax if applicable

Reference material estimations provided as a service to our customers; any alteration or deviation from the above specifications involving extra cost or material or labor will only be executed upon written order for same, and will become an extra over the sum mentioned in this contract. All agreements must be in writing.

Respectfully submitted,

ACCEPTANCE AND SECURITY AGREEMENT

CHERYL BOHANNON

MS: \_\_\_\_\_  
 18% interest per annum will be applied on all invoices past 30 days.

THOMAS KAY TEXTILES

Purchaser (debtor) hereby grants to Thomas Kay Textiles, Inc. a security interest in the above described property to secure payment of the obligation herein set forth. Purchaser (debtor) agrees to pay said obligations as agreed and if any portion thereof, principal or interest, is not paid when due and such default continues for more than ten days, purchaser (debtor) agrees to pay, in addition to the foregoing, the reasonable collection costs of the secured party plus reasonable attorney's fees.

Purchaser (debtor) \_\_\_\_\_ Date \_\_\_\_\_



ALBANY REGIONAL OFFICE

October 13, 1999

John Gremmels, Project Engineer  
**Pence / Kelly Construction, Inc.**  
P.O. Box 4109  
Salem, OR 97302-8109

RE: Courthouse Square      PR # 41 Option B (Revised)  
EC Change Request # ECCR-027 REV

Dear John:

We are pleased to provide our quotation for the above referenced additional work. Our price is limited to electrical work specifically called for in the Architect's/Engineer's instructions, and is based upon Proposal Request # 41 (Revised).

**Our price for this additional work is.....\$ 864.00**  
**Additional Contract time required .....0 Days**

The scope of the additional work to be performed consists of connecting power to (3) High Density File Racks with dedicated 20 amp circuits.

Conditions of this proposal are as follows:

- Pricing is based on normal working hours;
- This proposal is valid for 30 calendar days following the date of this letter.

**Note : We are excluding the battery backup system as described in Option B.**

We trust this meets with your approval and await your response. If you have any questions or require any additional information please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Davis', is written over a horizontal line.

**Craig Davis**  
**Project Manager**

ECCR # 12345-01



## CHANGE ORDER ANALYSIS

Summary Sheet

Space Saver File System PR-41

DATE:

10/13/99

CO # 27 REV

EC Proposal # : ECCR-027 REV

Owner's Ref. #: PR-41

**A. TOTAL PRICE THIS CHANGE ORDER**

as shown in item 15;

**\$ 864.00**

**B. Scope to be performed:**

1. See attached documents

**C. Cost Summary:**

1. Total Material Cost (see back-up)		\$	85.00
2. Total Burdened Labor Cost (see back-up)			700.14
3. Subcontractors Cost (see back-up)			0.00
4. Equipment Cost (see back-up)			0.00
5. Other Miscellaneous Costs (see back-up)			0.00
6. Small Tool allow	<u>0</u>	% of item 2	
7. Record Drawings and Submittals			
8. Warranty Work	<u>0.00</u>	% of direct expenses	
9. Overhead	<u>10</u>	%	78.51
10. PROFIT at	<u>0</u>	%	
11. B&O Tax		% WA only	
12. Sales Tax	<u>0.00</u>	%	
13. Bond	<u>0.00</u>	%	0.00
<b>TOTAL PRICE THIS CHANGE ORDER</b>		<b>\$</b>	<b>863.65</b>

This change order requires a schedule adjustment of 0 days. Pricing subject to revision after 30 days.

The costs represented include only those clearly identified at this time. No impact or delay costs are included. Should it be determined at a later date that the project is impacted by multiple scope changes, or causes beyond our control, those costs may be submitted at that time. Work will commence upon written acceptance by an authorized agent.

**E C Company**  
Craig Davis PM

**Authorized Agent**

**CHANGE ORDER ANALYSIS**

Date: 10/13/1999

**LABOR COST SUMMARY**CO# 27 REV  
(X)Field ( )ShopEC Proposal # : ECCR-027 REVOwner's Ref. #: PR-41

	<u>Total Hours</u>		<u>Rate</u>		<u>Cost</u>
<b>DIRECT LABOR WAGE</b>					
Electrician (see back-up)	15.00	\$	42.12	\$	631.80
Field Foreman	1.50		45.56		68.34
General Foreman			49.00		0.00
Subtotal Direct Labor Cost				\$	700.14
<b>PAYROLL TAXES</b>					
Electrician (see back-up)	15.00	\$	0.00	\$	0.00
Field Foreman	1.50		0.00		0.00
General Foreman			0.00		
Subtotal Payroll Taxes/Benefits					
<b>BENEFITS</b>					
Electrician (see back-up)	15.00	\$	0.00	\$	0.00
Field Foreman	1.50		0.00		0.00
General Foreman			0.00		
Subtotal Payroll Taxes/Benefits					
Project Manager					
Subtotal Labor Cost				\$	700.14
Subsistence, Per Diem, and Parking					
<b>LABOR TOTAL</b>	16.50			<b>\$</b>	<b>700.14</b>

## CHANGE ORDER ANALYSIS

### MATERIAL COST SUMMARY

CO # 27 REV EC Proposal # : ECCR-027 REV  
Owner's Ref. #: PR-41

Material	# of Units	Unit Cost Each	Cost
1. <u>Material (see back-up)</u>	<u>1.00</u>	<u>85.00</u>	\$ <u>85.00</u>
2. _____	_____	_____	
3. _____	_____	_____	
4. _____	_____	_____	
5. _____	_____	_____	
6. _____	_____	_____	
7. _____	_____	_____	
8. _____	_____	_____	
9. _____	_____	_____	
10. _____	_____	_____	
11. _____	_____	_____	
12. _____	_____	_____	
13. <u>Freight</u>	_____	_____	
14. <u>Waste and Spoilage</u>	_____	_____	
Subtotal Material Cost			\$ <u>85.00</u>
Sales and other Taxes			
Shipping, Storage, Distribution @	%		
Restocking			
<b>TOTAL COST OF MATERIALS</b>			\$ <u><u>85.00</u></u>